

OLC #183 2/11

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

12 DEC 1978

Artie E. Duvall



Dear Mr. Duvall:

Your Freedom of Information request to Congressman Don H. Clausen has been referred to this office for direct response. Requests such as yours, which involve the requester's personal file, are handled by this Agency under the provisions of the Privacy Act of 1974 which took effect on 27 September 1975. Please be advised that in contrast to the procedures established for the Freedom of Information Act, there are no fees charged under the Privacy Act. Furthermore, the results of this processing will include all of the material that would normally be available to you under the Freedom of Information Act, and will also include any additional material to which you may be entitled under the Privacy Act.

The Privacy Act of 1974 and pertinent CIA Regulations established requirements and procedures for access by individuals to information pertaining to them. CIA Regulations were published in the Federal Register on 28 August 1975 and may be found in Title 32 C.F.R. 1901.

Since the Privacy Act requires federal agencies to ensure that improper disclosure of personally identifiable information will not be made and further provides criminal penalties for improper disclosure, CIA Privacy Regulations, section 1901.13, sets forth the following requirements for identification of individuals making requests.

An individual seeking access to or notification of the existence of records about himself shall provide in the letter of request his full name, address, date and place of birth together with a notarized statement swearing to or affirming his identity...If such individual is an alien lawfully admitted for permanent residence, his or her alien registration number must be also provided.

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Before we may begin processing your request, we must first receive from you a notarized statement as explained above. The statement should verify that you are a U.S. citizen or an alien admitted for permanent residence. It is also requested that you provide any additional information concerning yourself which might facilitate our search of records. Unless you identify specific records you may be looking for, we will conduct a search of all Agency records that might contain information that pertains to you.

Sincerely,

~~SIGNED~~

[Redacted Signature]

Information and Privacy Coordinator

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